

Leave Activity Summary Report

Transaction Code:
ZHR_RPTTM398

- Purpose** Use this procedure to display leave balances, the monetary value of the leave balances and the number of employees who automatically accrue leave.
- Trigger** Perform this procedure to display the monetary value of leave balances.
- Prerequisites** None.
- End User Roles** In order to perform this transaction you must be assigned one of the following roles:
Payroll processor, Payroll Supervisor, Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor

Change History	Change Description
6/10/2009	Procedure created

Menu Path None

Transaction Code ZHR_RPTTM398

Procedure



1. Start the transaction using the transaction code **ZHR_RPTTM398**.

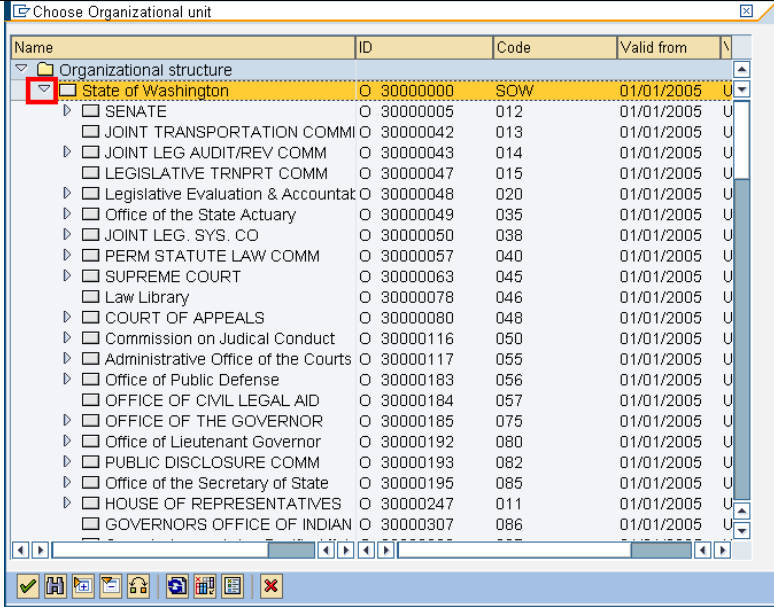
2. Under the **Key date** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Key date	R	This is the date on which a search for information is being performed. The Today radio button defaults in Example: Today
Other keydate	O	This selection option will run the report using the specified values for the person and data selection period. Example: 6/1/2009 (The report will display data as of the date entered).

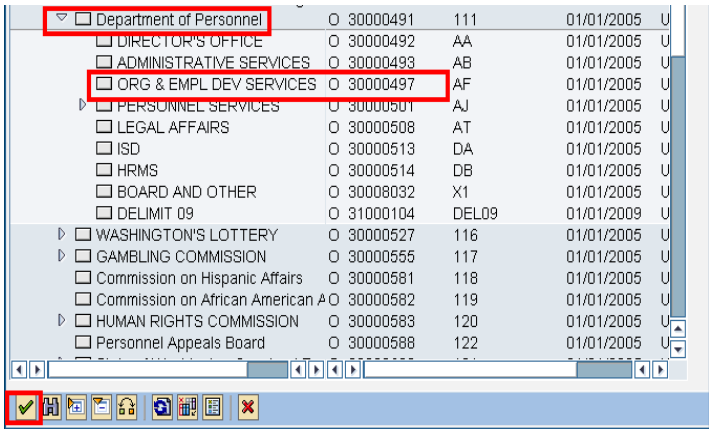
3.


Under the **Selection** section complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	O	The employee's unique identifying number. Example: 400000129
Personnel area	R	A specific agency/sub agency in the State of Washington Example: 1111 Information Services Division
Personnel subarea	O	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: 0001- Non represented
Employee group	O	Status of an employee or position within the State of Washington. Note: This is the status of the position only, not the employee. Example: 0 (Permanent)
Business Area	O	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). Example: 1110 (Department of Personnel)
Organizational Unit	O	Represents departments, regions, divisions, units or other groupings within an Agency.  To run the report by Organizational Unit, 1. Place your cursor into the field and click on the  (Matchcode) 2. Select the triangle to the left of State of Washington



3. Select the triangle next to your agency and highlight the Org unit to view





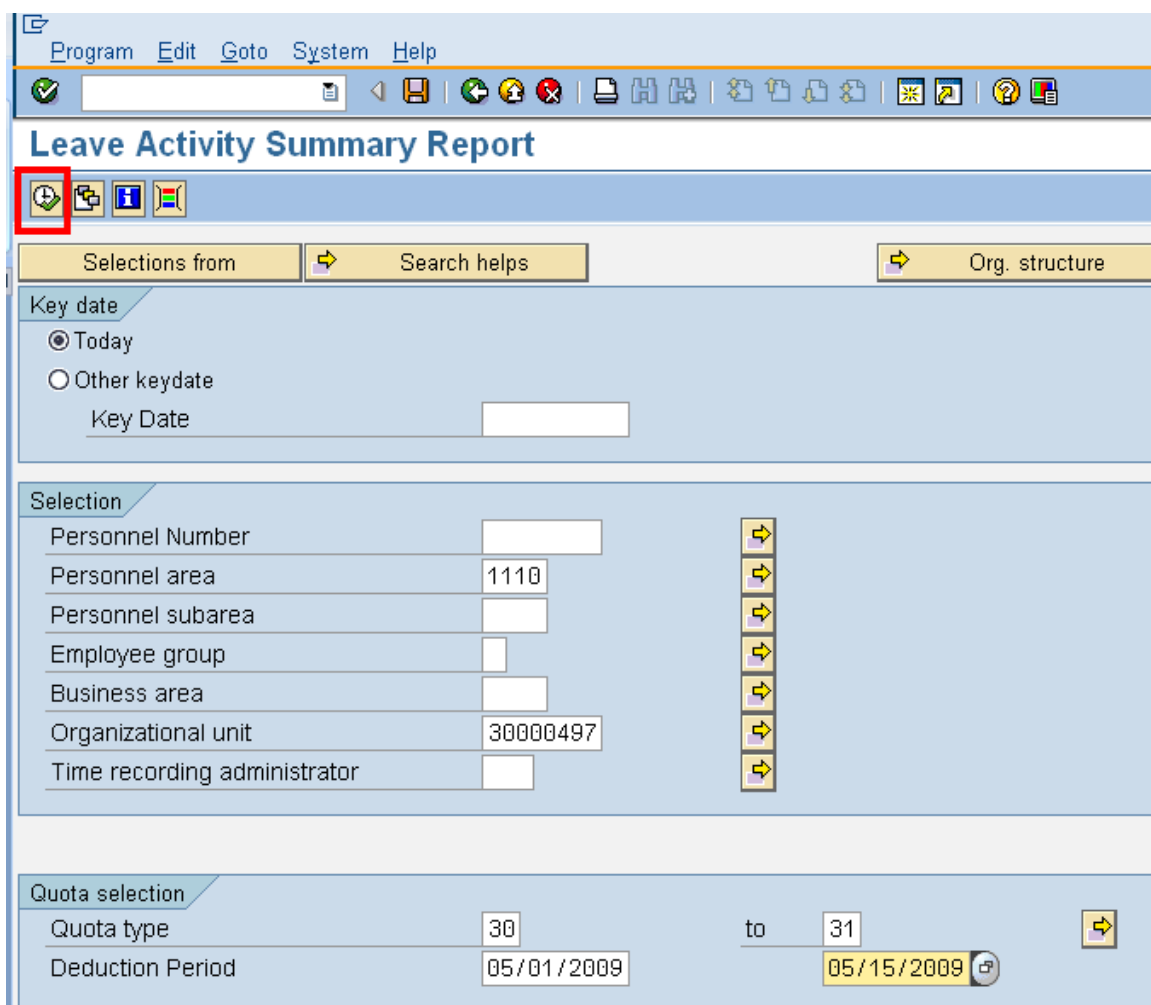
4. Click  to accept and return to the selection criteria screen.

Example: **ORG & EMPL DEV SERVICES**

5. Under the **Quota selection** complete the following:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Quota Type	O	Type of quota

		 If you want to view all quota types, leave this field blank. Example: 30 (Sick Leave)
Deduction Period	R	The entries in the deduction from date and Deduction to date determine the quota period.  Dates entered in this section will be the dates used to generate the report. Example: 5/1/2009 to 5/15/2009



Program Edit Goto System Help

Leave Activity Summary Report

Selections from Search helps Org. structure

Key date


☒ Today
☐ Other keydate
 Key Date

Selection

Personnel Number
 Personnel area 1110
 Personnel subarea
 Employee group
 Business area
 Organizational unit 30000497
 Time recording administrator

Quota selection

Quota type 30 to 31
 Deduction Period 05/01/2009 05/15/2009


6. Click  (Execute) to generate the report

Leave Activity Summary Report

State of Washington - HRMS
Leave Activity Summary Report

Program: ZHR_RPTTM398
User: KELLYW
Date: 06/10/2009
Period: 05/01/2009 thru 05/15/2009

Quota Type	Begin bala	Earned hou	Taken hour	Adjusted h	Paid hours	Donated ho	Recieve...	Donated Re	Ending Bal
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77
Personnel Area 11...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28
***	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28

7. To add the monetary value or display the number of employees who automatically accrue leave to the report click  (Change Layout) to add the columns to the report.

7.1 Select **Paid Value** and **Number of EE per time admin** from

Change Layout



Displayed Colu Sort Order Filter View Display




Displayed Columns

Column Name	
Quota Type	<input checked="" type="checkbox"/>
Begin balance Hours	<input checked="" type="checkbox"/>
Earned hours	<input checked="" type="checkbox"/>
Taken hours	<input checked="" type="checkbox"/>
Adjusted hours	<input checked="" type="checkbox"/>
Paid hours	<input checked="" type="checkbox"/>
Donated hours	<input checked="" type="checkbox"/>
Recieved hours	<input checked="" type="checkbox"/>
Donated Return hours	<input checked="" type="checkbox"/>
Ending Balance hours	<input checked="" type="checkbox"/>

Column Set

Column Name
Time Administrator text
Quota Type text
Begin balance Value
Earned value
Taken value
Adjusted value
Donated value
Donated Return value
Recieved value
Ending Balance value
Paid value
Number of EE per time admin



Columns listed under the **Displayed Columns** will display, in order as listed on the report. You can reorder the columns using the . Columns listed in the **Column Set** will not display on the report unless they are moved into the **Displayed Columns**.

7.2 Click() transfer to return to the report

Leave Activity Summary Report

State of Washington - HRMS
Leave Activity Summary Report

Program: ZHR_RPTTM398
User: KELLYW
Date: 06/15/2009
Period: 05/01/2009 thru 05/15/2009

Quota Type	Begin bal	Earned hou	Taken hour	Adjusted h	Paid hours	Donated ho	Recieve...	Donated Re	Ending Bal	Paid value	Number of
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51	0.00	19
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51	0.00	19
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77	0.00	19
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77	0.00	19
Personnel Area 11...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28	0.00	38
...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28	0.00	38

8. To view the number of employees who accrued leave highlight the quota type to view

Leave Activity Summary Report

State of Washington - HRMS
Leave Activity Summary Report


Program: ZHR_RPTTM398
User: KELLYW
Date: 06/10/2009
Period: 05/01/2009 thru 05/15/2009

Quota Type	Begin bal	Earned hou	Taken hour	Adjusted h	Paid hours	Donated ho	Recieve...	Donated Re	Ending Bal
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51
30	3,900.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,900.51
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77
31	3,079.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,079.77
Personnel Area 11...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28
...	6,980.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,980.28

9. Click (Choose) to display

Details	
Group description	Cell Content
Quota Type	30
Business Area	1110
Begin balance Hours	3,900.51
Business Area Text	Department of Personne
Personnel Area	1110
Personnel Area Text	Dept of Personnel
Personnel Sub Area	0001
Personnel Sub Area text	Non Represented
Organizational Unit	30000497
Organizational Unit text	ORG & EMPL DEV SERV
Ending Balance hours	3,900.51
Time Administrator	OAF
Time Administrator text	HRDS ADMINISTRATION
Number of EE per time admin	19
Quota Type text	Sick Leave
Begin balance Value	108,935.54
Ending Balance value	108,935.54



To close the detail view and return back to the report click the  (Continue).

Results

You have successfully generated the Leave Activity Summary Report